

KENTUCKY REGISTRY OF ELECTION FINANCE

IMPORTANT CAUCUS CAMPAIGN COMMITTEE TIPS

1. **Schedule 1 must disclose the cumulative contribution for each itemized contributor.**
KRS 121.180 (2) (a) (2)
2. **Schedule 3 must include the name and complete mailing address of each location where an “event” was held.**
KRS 121.180 (5)
3. **Each expenditure listed on Schedule 2 must include a detailed/specific description of what was purchased.**
KRS 121.180 (2) (a) (4)
4. **The Summary Page must include the number of cash, anonymous, and unitemized contributors.**
KRS 121.180 (2) (a) (3); KRS 121.150 (3); and KRS 121.150 (4)
5. **Schedule 1 must disclose the major business, social, or political interest represented by any PAC that has made a contribution of any amount.**
KRS 121.180 (2) (a) (1)
6. **When reporting a contributor’s occupation and/or place of employment on Schedule 1, the term “self-employed” is not an allowable description. Election finance statements must disclose the name of the contributor’s business.**
KRS 121.180 (3) (a) (5)
7. **Schedule 2 disbursements to individuals must also disclose the individual’s occupation.**
KRS 121.180 (2) (a) (4)
8. **The statutes require complete addresses (name, street address or P.O. Box, city, state and zip code) for all Schedule 1 itemized receipts contributors.**
KRS 121.180 (2) (a) (2)
9. **When listing a PAC contribution on Schedule 1, report the complete PAC name instead of the PAC’s “pacronym.” Each contribution should also be identified as being from either a Federal, Out of State, or Kentucky PAC.**
KRS 121.180 (3) (a) (1)
10. **It is very important to correctly identify the type of contribution being reported on Schedule 1. Many election finance statements incorrectly identify contributions from contributing organizations as PAC contributions.**
KRS 121.180 (3) (a) (1)